

PHILIP MORRIS U.S.A.  
INTEROFFICE CORRESPONDENCE  
Richmond, Virginia

JUN 5 1996

To: Research & Development Employees Date: 1996 May 16  
From: Marian Z. DeBardeleben *MD*  
Subject: Disposal Suspension Status Report — 2<sup>nd</sup> Quarter 1996

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The attached document is a compilation of the disposal suspension notices issued since 1996 February 28. This compilation is a supplement to the 1<sup>st</sup> Quarter 1996 report which was forwarded to you with a purple cover memo. This does not replace the 1<sup>st</sup> Quarter report.

You have received individual announcements about each of the disposal notices included in this 2<sup>nd</sup> Quarter compilation. Please destroy the individual notices so that, behind your Appendix A tab in your R&D records notebook, you have only these two quarterly compilations.

This compilation does not replace the May 8 memo on yellow paper which reminds you about the permanent retention of "collected" documents. This memo should remain in your notebook as a reminder about the disposition of documents stamped for litigation purposes.

If you have questions, please contact Charity Harris (x2411) or Marian DeBardeleben (x2876).

Attachment

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